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AIR

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26 APR 1957

: Chief of Station, [REDACTED]

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: Chief, [REDACTED]

Administrative

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Reduction of Administrative Workload

REF: [REDACTED], 14 March 1957

1. I appreciate your prompt reply to Book Dispatch No. [REDACTED] and consider your suggestions both pertinent and helpful.

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2. I cannot but agree with your summary of the situation in paragraph 1. of reference. In the past ten years we have lived with crash problems needing immediate corrective action. Moreover, the rapid growth of our organization made it extremely difficult to keep our quantity and quality of personnel up to our increasing requirements. However, I believe that we have leveled off to a great extent in the past few years, and I do not expect a repetition of situations of inadequately trained personnel or immediate and retractive major changes to policies and procedures without sufficient notice and manpower for their implementation.

3. Your suggestion for a streamlined set of Regulations and Procedures for the small Stations (particularly [REDACTED]) is one which I have had from several installations, and I am convinced that this should be one of our priority tasks. As I review our current [REDACTED] I am in complete sympathy with the small Station Chief's and Administrative Assistants who are obliged to read and digest the great amount of technical material in them. They are complete and comprehensive manuals, however, and, for reference purposes, should give the guidance necessary to answer all the Field questions which is a complete reversal of the situation of a few years ago when we had [REDACTED]

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4. I am initiating action to have drafted a brief and comprehensive handbook for the small Station. This will be no easy task, because it

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must necessarily include material involving all the support services and some guidance of an operational nature. Moreover, to be geared to the small Station, the author must be thoroughly knowledgeable of the activities, cover, workload, personnel limitations, and other characteristics of the small Station. Such a handbook will not be designed to change policies and procedures, but merely summarize concisely in layman's language the essential policies, procedures and reports, the knowledge of which is necessary in the daily work of a small Station. Existing [redacted] would continue to be in effect and, in some instances, I presume the handbook may refer to Regulations rather than repeat lengthy, detailed guidance and requirements.

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5. Complete solutions and corrective action to the problems you presented will require time and understanding, but please be assured we will do all we can to eliminate or alleviate to the extent possible those burdens of which we are now aware.

L. K. WHITE

16 April 1957

SA-DD/S:WEB:ecb
Distribution:

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- 3 - [redacted]
- 2 - FE
- 1 - RI
- 1 - SSA-DD/S
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L. K. WHITE
(Releasing Officer)

FE DIVISION
(Coordinating Officer)

[redacted]
(Authenticating Officer)

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